



Eastern Area Operations Working Team Charter

MISSION STATEMENT:

The Eastern Area Operations Working Team (OWT) provides coordinated direction, and an interagency forum for identification, discussion and resolution of issues pertaining to wildland fire and other emergency management operations within the Eastern Geographic Area.

AUTHORITY:

The Eastern Area Operations Working Team (OWT), a standing committee, is established under the Eastern Area Coordinating Group (EACG).

PURPOSE and SCOPE:

1. Develop interagency guidelines and procedures as tasked by EACG.
 - Recruit and screen applications for the Eastern Area Incident Management Team(s).
 - Review applications for out of region Incident Management Team participation.
 - Develop and review standard operating procedures for Eastern Area Incident Management Teams.
2. Provide oversight and annual review of the following Eastern Area Resources at the direction of EACG:
 - Eastern Area Incident Management Team(s).
 - Eastern Area Interagency Hotshot Crew(s) (IHC).
 - Eastern Area Wildland Fire Module(s).
3. Provide a forum where wildland fire and emergency management operations issues and concerns are addressed and recommendations are elevated to EACG for action.
4. Disseminate information pertinent to inter-agency cooperators regarding:
 - Wildland Fire and Emergency Operations
 - Eastern Area Incident Management Team(s)
 - Eastern Area IHC(s)
 - Eastern Area Wildland Fire Module(s)
5. Assist other EACG working teams or agencies where coordination and standardization of operations is needed.
6. Promote a better understanding of various agency specific policies and procedures.
7. Forward Eastern Area operations issues to EACG for elevation to the National Level.

MEMBERSHIP:

Each compact and federal agency within the Eastern Area will provide and maintain one representative for membership on the OWT. The OWT will also include one representative from the Eastern Area Coordinating Group (EACG).

OWT members shall include:

- Forest Service, Eastern Region
- Forest Service, NA S&PF
- National Park Service (National Capital Regional Office, Northeast Area Regional Office, and Midwest Regional Office)
- Bureau of Indian Affairs (Midwest Region and Eastern Region)
- Fish and Wildlife Service (Region 3 and Region 5)
- Northeast Forest Fire Protection Compact
- Great Lakes Forest Fire Compact
- Mid-Atlantic Interstate Forest Fire Protection Compact
- Big Rivers Forest Fire Management Compact
- EACG Liaison

OWT membership shall be appointed by the representing agency. The OWT may request one or more ad hoc advisors to the OWT for assistance with special issues or tasks. All travel and administrative costs for members will be paid for by each member's home unit or representing agency.

TENURE:

OWT members shall have a minimum of a three year commitment from their respective agencies for participation on this team.

OFFICERS:

The OWT will select a Chairperson and a Vice-Chairperson. Representatives from EACG will not become officers of the OWT.

- The tenure for the Chairperson is two years.
- The tenure for the Vice-Chairperson is two years.
- The Vice-Chairperson will rotate into the Chairperson position after two years as Vice-Chairperson.
- A new Vice-Chairperson will be elected from the membership bi-annually on or around October 1st of odd numbered years.

In the event of the Chairperson being unable to fulfill the commitment, the Vice-Chairperson will move to the Chair position. This will trigger a call for nomination and election of a new Vice-Chairperson to complete the term of the outgoing Vice-Chairperson.

RESPONSIBILITIES AND DUTIES:

CHAIRPERSON:

1. Responsible for administrative action to ensure completion of the OWT mission.
2. Insures times and locations are established for meetings.
3. Receives task orders from EACG, and insures that tasks are assigned for timely completion.
4. Forward Eastern Area operations issues to EACG.
5. Ensures dissemination of OWT reports, findings and resolutions to EACG and/or appropriate parties.
6. Represents the OWT and attends EACG meetings at their request.
7. Coordinates OWT representation at selected meetings.

VICE CHAIRPERSON:

1. Assumes the duties and responsibilities of the Chairperson during their absence.
2. Responsible for ensuring OWT meeting notes are recorded, edited, filed and distributed to OWT members.

TEAM MEMBERS:

1. Responsible for reporting to the OWT on assigned tasks.
2. Assist Chairperson or Vice-Chairperson as requested.
4. Serve as a representative of the operations community to address issues and concerns.
5. Serve as liaison between the OWT and operations community.
6. Assembles and prepares material to be acted upon by the OWT.
7. If a team member is unable to attend a scheduled OWT meeting, that team member shall make arrangements through appropriate procedure to ensure that an alternate representative is able to attend the scheduled meeting.

WORK GROUPS:

1. Ad hoc work groups may be formed to assist in completing assigned OWT tasks.
2. The OWT will assign tasks to a work group and provide direction, oversight and clearly identify the expected product with a defined timeframe for completion of the task by the work group.

MEETINGS:

1. The OWT will meet annually at a minimum. Additional meetings or conference calls will be organized as needed.

ADOPTION OF POLICY:

Policy recommendations and/or reports by the Operations Working Team will be presented to the Eastern Area Coordinating Group for approval or recommendation for adoption.

REVIEW OF CHARTER:

The Operations Working Team Charter is a working document and will evolve and change as needed.

EACG Chairperson

Date

January 28, 2010